



Department of Housing and Community Development

February 11, 2011

NOTIFICATION OF VACANCY

**HOUSING PROGRAM ADMINISTRATOR
(Program Administration Specialist II)**

POSITION #00272

LOCATION:

**DHCD
600 E. MAIN ST. STE 300
RICHMOND, VA 23219**

HIRING RANGE:

\$42,000 – 52,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking a highly motivated Program Administrator to work within the Division of Housing/Homeless and Special Needs Unit. Essential duties will be to design and implement assigned Federal or State programs targeted to low-income individuals, homeless families and individuals, households at imminent risk of homelessness, and persons with HIV or AIDS and their families; provide technical assistance, financial assistance and training, monitor compliance of project sponsors, develop programmatic documents; participate in producing and/or produce reports; and to ensure programs are implemented and services delivered in compliance with state and federal regulations and guidelines. May be required to perform other duties as assigned.

QUALIFICATIONS GUIDE:

Direct knowledge of and experience with federal and state housing and homeless assistance programs. Knowledge of case management and/or housing counseling techniques. Demonstrated ability to communicate effectively both orally and in writing and to facilitate open discussion; to effectively manage multiple priorities; to design and conduct training workshops; to use PC and appropriate software applications; and to manage and report program data. Skills in establishing and maintaining effective working relationships inside and outside the agency; and to analyze and solve problems. Graduation from a college or university with a degree in social work, planning, public administration or related field or an equivalent combination of training and experience preferred. Some experience with grants management and with housing and homeless assistance programs. Familiarity with general accounting principles. Travel and a valid driver's license are required.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY FRIDAY, FEBRUARY 25, 2011, 5:00 p.m. EST.

For additional information please contact our Human Resource Office, at (804) 371-7000

An Equal Opportunity Employer

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.